

Fuel oil storage and day tank annual maintenance checklist

The annual fuel oil system service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against NFPA 110, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The fuel or generator service contractor on the annual standby service, coordinated with a scheduled generator load run. When: Once a year with the generator's annual service, when the set can be run under load long enough to prove the fuel path holds up.

Fuel condition and polishing

- ☐ **Fuel sampled and polished where fitted**
Sample pulled from the tank bottom; polishing loop run where installed, filter differential and water separator output observed until the return runs clear. **2 photos required**
- ☐ **Water bottom fully drawn down**
Water and sediment drained from the low point until clean fuel pulls, volume noted so a heavy bottom moves the next service interval. **1 photo required**

Filters and piping

- ☐ **Primary and secondary filters replaced**
Elements changed, old media cut or inspected for water and growth, housings sealed and air bled so the suction primes. **2 photos required**
- ☐ **Supply and return piping and valves checked**
Full supply and return run walked for weeps, chafing and loose supports; isolation and anti-siphon valves confirmed in the correct position after service. **1 photo required**

Vents and loaded run

- ☐ **Vent and fill path proven open**
Vent run and screen confirmed clear so the tank breathes on draw-down, fill and gauge lines free, no vacuum building as level drops. **1 photo required**
- ☐ **Day tank sustained through a load run**
Generator run under load long enough to cycle the transfer pump repeatedly; day tank holds level, return returns, no starvation or overflow across the run. **2 photos required**